

Job Description



Job Title: Tax Paralegal

Reporting To: Chief Legal Officer

Job Function: Tax and Legal

Job Location: Cleveland, Ohio

Summary:

The Tax Paralegal will be responsible for providing support to in-house tax counsel by performing research, drafting legal documents, preparing and reviewing federal and state tax forms, and business communications for review and maintaining corporate legal entity databases. This role will provide tax form preparation, document management and other support for the Tax Group as it pertains to GBX Group's responses to IRS audit requests on our historic preservation easement transactions. The Tax Paralegal must be an analytical thinker, detail-oriented and possess superior organizational skills. This role will work closely with the Tax and Legal departments.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Tax Paralegal.

Essential Duties and Responsibilities:

The Tax Paralegal will assist in executing on current transactions and provide various support to GBX Group's Tax and Legal teams in their responses to IRS audit requests on our historic preservation easement transactions. This includes:

- Conducting factual or legal research on a variety of topics.
- Drafting federal and state tax forms to properly and accurately report current year transactions.
- Working with outside CPA firms to ensure their access to needed information to prepare current year income tax filings.
- Assisting in responding to Information Document Requests from the IRS.
- Preparing legal documents for Tax department review and business communications; reviewing and editing forms for accuracy.
- Organizing and maintaining internal and external databases.
- Ensuring proper indexing and filing of original legal documents in adherence to GBX Group's document retention policy.
- Coordinating agreement approvals, tracking documents and general document management.
- Locating and updating contract related information, maintaining and producing status reports for various projects and documents, and assisting with other administrative contract matters.
- Assisting with the development of processes to maximize efficiency.

Education / Experience:

- 5+ years in a law firm, accounting firm, or corporate legal department.
- Paralegal certificate required; Bachelor's degree preferred.
- Experience with IRS audit requests.

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Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Experience with IRS audit requests.
- Experience with federal and state tax forms.
- Strong project management skills.
- Experience performing legal and factual research using various databases and online resources.
- Self-directed and able to work well with individuals at all levels of the organization.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Exercise sound judgment.
- Meet deadlines.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook), Adobe Acrobat and internet search engines.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.